



STATE OF CONNECTICUT
DEPARTMENT OF ENVIRONMENTAL PROTECTION

Reporting of Environmental Hazards

Significant Environmental Hazard Report Instructions for Completion

The *Significant Environmental Hazard Report (DEP-EHR-FRM-100)* form provides a standardized format for submitting to the Department of Environmental Protection (DEP) the notifications of significant environmental hazard conditions that are required under Section 22a-6u of Connecticut's General Statutes (CGS). Use of this form allows DEP staff to most expediently and efficiently respond to the potentially severe threats to human health and the environment that may be reported. For further information regarding the requirements to report certain environmental hazards please consult the statute and DEP's fact sheets, including *Reporting of Environmental Hazards: Information for Environmental Professionals (DEP-EHR-FS-100)*, and *Reporting of Environmental Hazards: Information for Property Owners (DEP-EHR-FS-200)*.

[CGS Section 22a-6u](#) requires identification of the nature of the contamination or condition, the address of the property where the source of pollution is located, the location of the contamination or condition, any property known to be affected by the contamination or condition, any steps being taken to abate, remediate, or monitor the contamination, and the name and address of the person making the notice. The report form also contains space for additional information that will assist DEP in evaluating the significant environmental hazard condition and developing a reasonable response to abate the hazard. DEP recognizes that some of the requested or optional information may not be available when completing the form. DEP will consider any report containing the information required by statute to be complete in satisfying the notification requirement. Such information is signified by an asterisk (*) in the detailed instructions that follow.

In the event there are questions regarding these instructions or the Significant Hazard Notification Report form, please contact DEP staff at 860 424-3705.

When the Significant Hazard Notification Report is completed, following the detailed instructions below, it should be forwarded to DEP, within the timeframes specified in CGS Section 22a-6u, addressed to:

SIGNIFICANT ENVIRONMENTAL HAZARD REPORTS
BUREAU OF WASTE MANAGEMENT – REMEDIATION SECTION
CONNECTICUT DEPARTMENT OF ENVIRONMENTAL PROTECTION
79 ELM STREET
HARTFORD, CT 06106-5127

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Detailed Instructions

*Hazard Condition Identified

Check the appropriate box(es) for the hazard condition(s) identified at the site. Refer to CGS Section 22a-6u subsections (b) through (h) or the

DEP's fact sheets regarding Reporting of Certain Environmental Hazards for more information regarding the identification of hazards.

Part I - Site Information

1. Site Identification:

The site is the parcel containing the source of pollution that is causing a significant environmental hazard condition to exist.

- **Name of Site* - Enter the site name as it is commonly known. This may be the current or former facility's name, or in some cases the street address. If the site is already known to DEP, please use the name by which it is known.
- **Address or Location* - If possible, provide a street address for the site, otherwise provide information that is sufficient to enable a person unfamiliar with the site to locate it.
- **Town, State, Zip Code* – DEP recommends use of the official Connecticut Town, rather than hamlets, but accepts other names if they clarify the location of the site.

NOTE that the location of detected pollution *may not be* the site at which the pollution originates, especially when the identified significant environmental hazard condition is pollution of a drinking water supply well. The primary responsibility to notify DEP of the hazard condition is placed by statute on the owner of the site that is the pollution source.

If the source of pollution is unknown and a notification must be submitted to DEP, indicate that the specific source of the pollution is unknown, enter the street name and town where the significant environmental hazard is located,

and identify the specific affected property locations in Part II.

2. Topographic Map:

Attach a page size copy of the appropriate part of a U.S. Geological Survey topographic map, with the site location clearly marked.

Sections 3 through 7. Party Identification:

The following apply to identification of each party associated with the site:

- *Name* - Provide the full, legal company/firm name. (If identifying a corporation or limited partnership registered with the Secretary of the State, fill in the name exactly as it is shown on the registration.) If identifying an individual, provide the full legal name (include title and suffix) in the following format: Title (Ms, Dr, etc.); First Name; Middle Initial; Last Name; Suffix (Jr, PE, PhD, etc.).
- *Mailing Address* - Provide the full and exact mailing address.
- *Phone* - Unless otherwise indicated, the phone number provided should be the number where the individual can be contacted during daytime business hours.
- *Contact Person* - Provide the name and title of the specific individual within the company whom DEP may contact.

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3. *Notifying Party:

List the full, legal name of the business or person who is the notifying party, i.e., submitting this form. Indicate if the notifying party is the property owner. If the party is not an individual, please identify, by name and title, the authorized person who may legally sign the report on its behalf.

Also identify a company contact person if, in the event of questions, DEP should need to contact someone other than the authorized signer.

DEP will address further correspondence regarding the hazard condition to any identified company contact person.

If a party other than the owner of the site where the pollution originates submits the Significant Environmental Hazard Report, please describe their relationship to the site owner and the site in the space provided at the top of page 2 of the form.

NOTE that CGS 22a-6u does not explicitly provide for delegation of the notification responsibility to a third party from the person specified in the statute (typically the site owner).

3. & 4. Supplemental Information

If the person submitting this form is not the site owner, describe that person's relationship to the site and its owner and enter the site owner information in #4. If the person submitting this form is the site owner, describe the relationship of any person entered in #4 to the site and its owner.

4. Additional party for site:

If the notifying party is not the owner of the site, please identify the legally correct name and address of the property owner, if known.

If the notifying party is the owner of the site but there is an additional party involved with environmental actions at the site, please identify that party and describe the relationship to the owner and the site in the space provided at the top of page 2 of the form.

5. Operator/Tenant:

Please identify any party different than the owner that DEP may encounter when visiting the site.

6. Notifying Technical Environmental Professional (TEP):

Please identify the TEP who, during the course of an investigation, determined a significant environmental hazard condition existed due to pollution on or emanating from the site. Provide contact details sufficient for DEP to be able to contact the TEP to either clarify information in the report, notify the TEP that a report of hazard condition has been filed, or both.

If no TEP was involved in the determination of existence of an environmental hazard, indicate by checking the appropriate box.

7. Environmental Consultant:

Please identify any environmental consultant, other than the notifying TEP, who has provided or may provide technical assistance in abatement of the hazard, and who DEP may contact regarding details of the completed or proposed abatement. If this is the same consultant as the TEP, no entry in this section is necessary.

Part II - Hazard Summary

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1. Release Mechanism:

Check the appropriate box(es) which best describe how the pollution causing the hazard condition was released into the environment.

2. Pollution General Nature:

Check the appropriate box(es) which best describe the general nature of the pollution causing the hazard condition.

3. *Environmental Media Sampling Data:

Tabulate, if applicable, the environmental media sample analytical results that resulted in identification of the significant environmental hazard condition(s). (List drinking water supply well sample analytical results in section 7, rather than here.) Identify the specific environmental medium sampled (soil, groundwater, soil gas, or indoor air), the sample location ID, the pollutant, and the concentration reported, including units of measurement. Table 1, at the end of these instructions, lists abbreviations (contaminant codes) for many common chemical pollutants for use in specifying the nature of the contamination. When representing a chemical which is not listed on Table 1, please use an abbreviation and attach the meaning of the abbreviation as part of an addendum sheet. Space is also provided for additional information regarding the analytical results.

If more than one hazard condition is reported, identify in the notes section the hazard condition to which each listed analysis is applicable. For each pollutant that resulted in identification of the hazard condition(s), list at least the analysis with the highest concentration detected.

Attach additional sheets as needed.

4. *Sketch Map

Attach a sketch map of the site with the specific location of the hazard condition shown. Include the location(s) from which the environmental media samples that specifically form the basis for

determining that a significant environmental hazard condition exists were collected. If the hazard condition is a groundwater contamination plume and can be adequately depicted on the site location topographic map, a separate map is unnecessary.

Sections 5 to 8. Drinking Water Supply Wells:

These sections are applicable *only* to significant environmental hazard conditions that involve a potential threat to drinking water supply wells, as identified in CGS Section 22a-6u subsections (b), (c), and (g).

5. Supply Well Inventory:

Indicate if an inventory identifying all possibly present drinking water supply wells (public or private, including single family residences) within 500 feet of the site (in any direction) was conducted.

6. Supply Well Map:

Indicate if results of the inventory are included, including a parcel map identifying all possibly present drinking water supply wells within 500 feet of the site (in any direction). If available, also include any information regarding the supply well construction details (depth, etc.). Check "Not Applicable" (N/A) if an inventory of drinking water wells was not conducted.

7. Drinking Water Supply Well List:

Tabulate known polluted, affected or threatened public or private water supply wells. Include any on-site supply well and list *all* wells identified as within 500 feet of the site (in any direction). DEP recognizes that, if a well inventory has not already been completed, this tabulation will not be comprehensive.

*If the reported significant environmental hazard condition involves pollution detected in a supply well, list the analytical results that are the basis for identifying the hazard condition. Also include any

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other available analytical results for supply well sampling.

Attach additional sheets as needed.

If the reported significant environmental hazard condition is not one involving a potential threat to drinking water supply wells, check “N/A.”

If a well inventory was not conducted but a Significant Environmental Hazard Report is being filed due to a groundwater plume above the criteria that *may* be within 500 feet of a well, based on knowledge of the area, check “unknown.”

For each location include:

- **Address/Town* - Include street address and town where the well is located.
- *Contact/Phone* - If known, identify a contact name and phone number for the residence or business using the well.
- *Number of People* - If known, indicate the number of individuals drinking water from this well.
- **Pollutant/Concentration* –

Identify the specific pollutants found and the reported analytical concentrations. Be sure to include units of measure. (Refer to instructions for item 4 above and Table 1 below for abbreviations that may be used.)

If a sampled well had no contamination detected, list the analytical method number and “ND” (not detected).

If an identified threatened well has not been tested enter “NA” (not analyzed).

If a listed well is within 500 feet but is *believed to be not downgradient* of the groundwater condition causing the hazard condition to be identified, enter the apparent hydrogeologic position (upgradient, sidegradient) relative to the pollution. (See section 8 below.)

NOTE: If available site environmental data have fully characterized the groundwater flow direction, including bedrock groundwater flow directions,

the scope of the well inventory and listing of wells in these sections may be reduced. Only those areas/wells that are potentially affected by the pollution identified as a significant environmental hazard condition, as based on such supporting hydrogeologic data, must be included. (See section 8 below.)

8. Hydrogeologic Position of Supply Wells:

Indicate if hydrogeologic data is appended in support of limitation of the well inventory scope.

9. *Other Affected Properties:

Identify any other known properties at which a hazard exists, or may exist, due to pollution on or emanating from the site. If known, identify a contact name and phone number for each affected property. Indicate how the property is affected by listing the type of hazard identified, the pollutants detected or believed present above hazard threshold criteria, and any reported analytical concentrations.

If a threat to surface water can affect a named stream, identify the stream by name in the Address column.

10. Land Use:

Describe the general land use of the site and area, and identify cultural or natural features within one-quarter mile which may be particularly sensitive to impacts from pollution that may be emanating from the site. Examples of such features are schools, playgrounds, hospitals, and sensitive water resources such as shellfish beds, public fishing areas, significant wetland complexes, and public water supply resources.

11-12. Notifications to other DEP programs:

Identify as clearly as possible any other notifications which have been made regarding *this contamination or condition*, including any spill

report or UST System release report pertaining to the same condition.

13. Required Notifications:

If the identified significant environmental hazard condition is pollution of a drinking water supply well above groundwater protection criteria, or an explosion threat, record the details of the CGS Section 22a-6u required oral notice to DEP and any required verification to the TEP client of the notification to DEP by the site owner.

14. Additional Information:

Include any other clarifying comments or information regarding the nature of the environmental hazard. Especially include information which may bear on DEP's determination of the need for and type of *immediate* mitigation, in contrast to development of an abatement plan for implementation.

Part III - Past DEP Involvement

Information requested in this section is not required by CGS Section 22a-6u but, if known and provided, will assist DEP in determining the staff to assign and the information already present in DEP files regarding the site.

1. Remediation Program Filings:

List certifications submitted to the DEP pursuant to CGS Section 22a-134a regarding the transfer of operations or real property relating to a "hazardous waste establishment." List the form submitted (I, II, III, or IV), the date the form was submitted, the certifying party, and any DEP determination regarding the filing (e.g. delegated to LEP). (Only the most recent filing, and any prior filing that is associated with continuing remediation activity, need be listed.)

Also list any filings of Environmental Condition Assessment Forms (ECAf) or other filings regarding the voluntary remediation of the site. Include, if known, the date of filing, the party making the filing, and any DEP determination regarding the filing (e.g. delegated to LEP).

2. CT DEP Staff Involved:

Please list the names of DEP staff previously involved with the review of the assessment or remediation of this site, or having other knowledge of the site. If known, identify the period they were involved with the site and their program unit or section.

3. Reported Releases:

Specify whether any events at the site have been reported to the CT DEP Tank Program or Oil and Chemical Spill Response Division. Include both spill reports and releases from underground storage tank systems. If such report(s) have been made, list the date of the report, the type of report, the material released and the quantity released, if known.

Do not include recent reports associated with this significant environmental hazard condition that are listed in Part II section 11 or 12 of the form.

4. Other DEP Involvement

List the site's EPA and DEP identifying numbers, if applicable, and if known to you:

- *EPA -ID #* - The 9 digit Federal Environmental Protection Agency Identification Number (CTD 000000000) assigned to the facility.
- *DEP-WPC #* - The Connecticut location identification number for wastewater discharge permitting. The DEP-WPC number

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is a six digit number that can be found on water discharge permits issued for a site.

- *DEP Inventory #* - The number assigned to the site in DEP's inventory of hazardous waste sites.

Indicate any other relevant DEP involvement, including RCRA notifier and permit status, if the site is regulated as a Hazardous Waste Handler.

List any known enforcement actions pertaining to investigation or remediation of the pollution at the site, including completed, revoked and appealed actions. Include the issuing agency, type of action, any identifying number, the date of issuance, the party it was issued to, the stated purpose of the action, and the current status.

NOTE that CGS Section 22a-6u(a) exempts from notification requirements sites subject to an active DEP enforcement action for investigation and

remediation of the pollution that would otherwise cause a hazard condition notification.

5. Available Reports:

Indicate, where known, if there are environmental reports already on file with DEP or available to DEP which would provide more detailed information regarding the environmental condition of the site. Provide the date (month and year) of work that may been performed for the Phase I (site assessment), Phase II (initial sampling programs), and the Phase III (hydrogeologic investigation). Include the preparing firm's identity and indicate whether the report is already on file with DEP, and to which division it was submitted. Further descriptions of the phases of investigation are provided in the Transfer Act Site Assessment Guidance Document and the Site Characterization Guidance Document.

Part IV - Actions to Abate Hazard

Indicate if any plans or reports regarding hazard abatement actions already taken or being planned are included.

1. *Actions Taken:

Describe actions taken to abate the identified environmental hazard and the current status of the site regarding hazard conditions. Include activity conducted in accord with other DEP programs.

2. *Actions Planned:

Describe actions planned or in progress to abate the identified environmental hazard, and the proposed schedule for their completion. Include information regarding activity being planned or conducted under the supervision of other DEP programs or an LEP.

Part V - *Signature

The Significant Environmental Hazard Report should be signed by the individual notifier,

general partner or proprietor, or a responsible officer of a corporation.

* Indicates information required under CGS Section 22a-6u

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TABLE 1. Contaminant Codes		Abbreviations for chemical pollutants reported using the Significant Environmental Hazard Report		
Volatile Organic Compounds				
	acetone benzene carbon tetrachloride chlorobenzene chloroethane 2-chloroethylvinyl ether chloroform 1,2-dibromoethane 1,2-dichlorobenzene 1,3-dichlorobenzene 1,4-dichlorobenzene dichlorodifluoromethane 1,1-dichloroethane 1,2-dichloroethane 1,1-dichloroethylene 1,2-trans-dichloroethylene	ACT BZ CTC CBZ CEA CVE CFM EDB 2DCB 3DCB 4DCB DDM 11DCA 12DCA 11DCE TDCE	1,2-dichloropropane 1,3-dichloropropene 1,3-dichloropropylene ethylbenzene methylene chloride methyl ethyl ketone methyl isobutyl ketone methyl tert-butyl ether tetrachloroethylene toluene 1,1,1-trichloroethane trichloroethylene trichlorofluoromethane vinyl chloride xylenes	DCPA DCPE DCPE EBZ MC MEK MIBK MTBE PCE TL TCA TCE TCFM VC XYL
Semivolatile Organic Compounds				
	acenaphthene anthracene benzo(a)anthracene benzo(a)pyrene benzo(b)fluoranthene benzo(k)fluoranthene benzo(g,h,i)perylene carbazole	ACE ANT BAA BAP BBF BKF BGP CAR	chrysene dibenzofuran fluoranthene fluorene naphthalene phenanthrene phenol pyrene	CRY DBF FLO FLU NAP PHA PNL PYR
Inorganic Metals and Salts				
	Represent heavy metals and salts by using the abbreviations designated in the periodic table of elements			
Miscellaneous				
	Total Petroleum Hydrocarbons	TPH	Cyanide	CN

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